

## ENAT NTOs' Learning Event. Aiming for Inclusive Growth

Venue: Apex Grassmarket Hotel, Edinburgh, 20 – 21 September 2016

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### PRACTICAL INFORMATION FOR PARTICIPANTS

#### Hotel Booking

The ENAT NTOs' Learning Event will take place at:

**Apex Grassmarket Hotel (4-star)**

31-35 Grassmarket,  
Edinburgh, EH1 2HS  
Scotland, UK

**Telephone** +44 (0)131 441 0421

**Website:** <http://www.apexhotels.co.uk>

**Central Reservations:** (+44) 0800 049 8000

Participants are kindly requested to make their own accommodation arrangements directly with the hotel.

Book before 9<sup>th</sup> August to obtain the Preferential Booking Rate:

A limited number of rooms are held for 19<sup>th</sup> and 20<sup>th</sup> September 2016 (two nights).

**When booking, please refer to booking code: ATC 2009.** 20 rooms are on hold.

- £135 single occupancy
- £145 double occupancy

#### Alternative hotel (located in Leith)

For a cheaper alternative hotel, we suggest:

**Holiday Inn Express (3-star)**

Britannia Way, Ocean Drive, Leith, Edinburgh EH6 6JJ, United Kingdom

**Telephone** [+44 871 902 1610](tel:+448719021610)

Find competitive room rates at the hotel website: <http://www.expressedinburgh.co.uk/>

From Holiday Inn Express a taxi to the city centre (Apex Grassmarket Hotel, 3.2 miles), costs £10 and takes about 15 to 20 minutes.

## **Evening Dinner, 20 September**

We encourage all participants to join the evening dinner at Apex Grassmarket Hotel on Tuesday 20<sup>th</sup> September at 7.30 p.m.

Cost £25.00, per person, to be paid to the hotel.

Dietary needs will be catered for on request.

### **Set menu with the following options:**

#### **STARTERS**

Leek & Heritage potato soup

Carrot & coriander soup

Tomato & mozzarella salad, pesto oil

Smoked bacon & leek tart, petit salad, lime crème fraîche

#### **MAIN COURSES**

Breast of chicken, tarragon & mushroom jus, crushed new potatoes

Slow roasted loin of pork, grain mustard mash, cider cream

Escalope of salmon, potato & leek casserole

#### **DESSERTS**

Chocolate & rosemary mousse

Pear & raspberry crumble, crème anglaise

Chocolate tart with orange syrup Vanilla cheesecake with mango coulis syrup

Freshly brewed tea & coffee with mints

Drinks will be charged separately.

**>>> Edinburgh Airport and Transport Information: Go to page 3**

## Edinburgh Airport and Transport to the City Centre

Coming to Edinburgh from abroad you will most probably take a flight to Edinburgh Airport.

There are direct flights from around 130 domestic and international destinations, including London, Paris CDG, Frankfurt, Amsterdam, Abu Dhabi, Istanbul and New York. More than 40 airlines operate into Edinburgh Airport, including easyJet, Ryanair, British Airways, Flybe, KLM, Aer Lingus, Norwegian, Lufthansa, Air France, United Airlines, Qatar Airways, SAS, Brussels Air, Turkish Airlines, Etihad and American Airlines.

### Guide for visitors with specific access requirements

**Special assistance** is available to both arriving and departing customers, if requested in advance. In order to book special assistance for your journey, you should advise your travel agent at the time of booking or contact your airline at least 48 hours before your flight to advise them you will require assistance when travelling. Please pre-book assistance with as much notice as possible to ensure that your requirements can be met without delaying you.

The airport is equipped with **induction loops**.

More information on accessibility at the airport is available from the Edinburgh Airport special assistance page <http://www.edinburghairport.com/prepare/special-assistance>

Each airline has its own policy on accessibility for persons with reduced mobility, and delegates should consult them before booking. However, for most airlines the following points are common:

- If you use an electric mobility aid such as an electric wheelchair or scooter, you will need to give the airline some information in advance about the equipment, including its make and model. This is to ensure that it is loaded and stowed safely during the flight and is not a fire risk. Check with individual airlines, as each apply different restrictions. You will be able to remain in your electric mobility aid until you reach the aircraft.
- There are easier-to-access seats available on board in which passengers with reduced mobility can be accommodated.
- Most airlines will allow approved assistance dogs to travel with you in the cabin providing that the requirements of the EU pet travel scheme are fully met. Note that there may be restrictions on the length of flight taken. If you wish to travel with an assistance dog, you must notify the airline at the time of booking. You should also email the Border Inspection Post at least two working days before your arrival to arrange for your dog to be met and checked on arrival. If your assistance dog doesn't comply with the rules, it may not be able to enter Great Britain, or may be licensed into quarantine on arrival. For more information, or queries regarding travelling with your assistance dog, please visit the Extrordinair website: <http://www.extrordinair.co.uk/> or contact them directly by telephone on +44 (0) 131 317 7277 or send them an email.
- Edinburgh Airport has a designated area for assistance dogs to relieve themselves. It is situated right next to the entrance to the Multi-Story car park,

on your right as face the doors. It is fenced off, so you can let your dog off the lead if you wish. Follow the signs for the Taxi Rank and Pick up area from the Domestic arrivals hall. For more information visit the Edinburgh Airport website Special Assistance web page, as shown above.

### **Exiting Edinburgh Airport**

A map of the airport and the routes to the various means of public transport is available from the linked page of the Edinburgh Airport website  
<http://www.edinburghairport.com/prepare/airport-maps>

### **Directions to Apex International Hotel**

**The Tram** is the easiest way to get from the airport to the **Apex International Hotel** at the Grassmarket. Get off the tram at **Haymarket Station** (about 30 minutes).

From there it is a short taxi ride, (10 minutes) to the hotel.

There is a **taxi rank** just outside the station a few metres from the tram stop.

You can go **on foot** from Haymarket Station to the Apex International Hotel. It is, however an uphill walk to start and will take about 20 - 25 minutes.

**In the Airport:** Follow the signs to the trams. Alternatively, leaving the exit door by domestic arrivals, continue straight ahead and across the plaza for about 220 metres, where you will find the tram stop.

Trams link the airport, with Haymarket. In the other direction they stop at **York Place** near to the NCP St James' Centre car park. From the airport to Haymarket takes about 30 minutes; and from York Place to Haymarket takes 12 minutes.

All trams have level access and audio-visual announcements. At tram stops there is highly visible live information. In the middle of the tram there are two spaces for 70x120x135cm wheelchairs.

Note: Although at the time of writing (March 2016) there is a trial allowing Class 2 mobility scooters on trams, there is no guarantee that they will be permitted in September 2016. See: <http://edinburghtrams.com/community/tram-access>

For mobility scooters please consult the web-site above. If the tram will take scooters you need to apply for a permit BEFORE arrival. More information on accessibility can be found on the Edinburgh Trams website. Live information can also be accessed on the Transport for Edinburgh app mentioned above. on foot to the Apex International Hotel. It is however an uphill walk to start and will take about 20 - 25 minutes. Edinburgh Trams can be contacted directly via their online contact form or on +44 (0)131 475 0177 (Monday to Friday 08:30-17:00 GMT).

**Buses:** Leaving the airport by the main exit door (the one nearest to domestic arrivals) turn right along the pavement, a few metres to access the **Airlink 100** bus. The 100 Airport Express bus can 'kneel' and has an extending ramp to enable easier access. There is room to carry one wheelchair (dimension 70x120x135cm, normally no more than 300Kg in weight). It is equipped with audio-visual stop announcements. The bus departs from Edinburgh Airport every 30 minutes and takes approximately 30 minutes to get to Haymarket, where we suggest passengers alight if they wish to

proceed either by taxi or on foot to the Apex International Hotel. It is however an uphill walk to start and will take about 20 - 25 minutes.

**Taxis:** Follow the signs at the airport to the taxi rank. Alternatively, leaving by the exit door by domestic arrivals, go straight ahead about 120 meters and cross the road by the pedestrian crossing – into the ground floor of the multi-storey car park. There is a taxi rank for black cabs and an office where a saloon-type car/people carrier may be hired. There is however no pavement for most of the rank which means that boarding ramps may need to be adjusted to a more acute angle than normal.

A taxi into Edinburgh will be about £30 to £40.

There are three taxi firms in Edinburgh. You can arrange **pre-booking with a taxi firm** who can arrange to meet you coming off your flight, at luggage reclaim or at the pre-booked pick up point in the airport depending on your preference and the level of assistance you require. Call the telephone numbers shown or use their App:

- **Central Taxis.** Phone number: +44 (0)131 229 2468. App available on both iTunes and Google Play, just type: Central Taxis.
- **City Cabs.** Phone number: +44 (0)131 228 1211. App available on iTunes and Google Play, just type: City Cabs.
- **Computer Cabs.** Phone number: +44 (0)131 272 8000. App available on iTunes and Google Play, just type: ComCab Edinburgh.

These taxis occupy taxi ranks, can be hailed on the street, or can be booked over the phone or via mobile app. All three firms take bookings 24/7 and have a majority of London “Black Cab” Taxis in their fleets, which are wheelchair accessible.

When travelling around the city: you can pre-book a taxi with any of the above providers using their website, phone number or mobile app or hail an available taxi (indicated by the yellow light on the roof of the taxi being switched on) from the streets or a taxi rank.

You can download a list of licensed taxi ranks in Edinburgh from the page of the City of Edinburgh Council website:

[http://www.edinburgh.gov.uk/info/20088/public\\_transport/1077/taxi\\_stances](http://www.edinburgh.gov.uk/info/20088/public_transport/1077/taxi_stances)

Specifications: for wheelchair users there are about 900 accessible taxis in Edinburgh, mostly of the following types:

#### **Mercedes-Benz Vito Taxi**

Door width: (bottom): 32 inch, 81.28cm (top): 34 inch/86.36cm; height 48 inch/121.92cm

Distance between seats: 46 inch/116.84cm

Pull out solid ramp (for a maximum 300kg weight)

#### **Peugeot E7 Taxi**

Door width: (bottom): 34 inch/86.36cm, (top): 37 inch/93.98cm; height 48 inch/121.92cm

Distance between seats: 45 inch/114.3cm

Pull out solid ramp (for a maximum 300kg weight)

A demonstration of the Peugeot E7 can be viewed at the linked page on YouTube  
These should be able to accommodate about 85% of wheelchairs.

For those who specifically use a large wheelchair and who cannot use other public transport services, there is a specialist taxi firm called Handicabs, they have a web-site at: <http://www.hcltransport.org.uk/> Their vehicles can accommodate all categories of wheelchairs and scooters. Passengers wishing to use their booking facility must register with them and book several days in advance.

### **Railway**

There is no railway access from Edinburgh airport into the City, the choice is a tram, a taxi or a bus.

### **Helpful Web-sites:**

1. There is a dedicated **VisitScotland Tourist Information Centre** in the airport. It is in the domestic arrivals hall just down past Marks and Spencers, all airport staff will guide you.  
<http://www.edinburghairport.com/prepare/services-and-facilities/information-desk>
2. VisitScotland's own web-site for travel information, accommodation and things to see and do.  
[www.visitscotland.com](http://www.visitscotland.com)
3. [www.euansguide.com](http://www.euansguide.com) A review site of hotels and attractions done by disabled people for disabled people. Search under Edinburgh to see all accessible accommodation, ranging from low to high support needs. There is also a contact number for you to talk to someone about your trip  
+44 (0) 131 510 5106.

**>>> Information about how to join ENAT. Go to page 7.**

## Join ENAT

All participants at the **ENAT NTOs' Learning Event** must be paid-up ENAT Members or covered by an existing Partnership Agreement or Memorandum of Understanding with ENAT.

### ENAT membership information:

<http://www.accessibletourism.org/?i=enat.en.membership>

### Sign-up page:

<http://www.accessibletourism.org/?i=enat.en.member>

### Pay the Membership Fee by PayPal or Bank Transfer:

[http://www.accessibletourism.org/?i=enat.en.categories\\_fees](http://www.accessibletourism.org/?i=enat.en.categories_fees)

### ENAT membership categories and fees

Type of Organisation or Legal person	Full Members* (Europe only) Fee in Euro	Associate Members in Europe* Fee in Euro	Associate Members outside Europe* Fee in Euro
ORGANISATIONAL MEMBER <ul style="list-style-type: none"> <li>• Private Enterprises</li> <li>• Public Sector Organisations</li> <li>• Not-for-Profit Organisations</li> <li>• Private Foundations/</li> <li>• Social Enterprises</li> <li>• Professional Associations</li> <li>• Trade Unions</li> <li>• Universities, Colleges and Schools</li> <li>• International NGOs</li> <li>• National NGOs</li> <li>• (any other kind of association)</li> </ul>	300	150	75
INDIVIDUAL MEMBER <ul style="list-style-type: none"> <li>• Private Persons / Self- employed</li> </ul>	200	100	50
INDIVIDUAL MEMBER <ul style="list-style-type: none"> <li>• Student / Pensioner / Unemployed</li> </ul>	Not available	25	25

**NOTES:** In order to become a "Full Member" a fully paid-up Associate Member must make a written application with a motivation letter, for the consideration of the ENAT Board. (New Full Members can only be admitted at the next Board Meeting on 22/9/2016).

See: <http://www.accessibletourism.org/?i=enat.en.feesfullmember>

\* **Europe** is here defined as the 47 Member States of the Council of Europe.

See: <http://www.coe.int/en/web/portal/47-members-states>

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